

Account Executive

Location: Houston, TX (onsite)

Hours: Hourly, Full-time (40 hrs/week)

Experience: Bachelor's degree in Marketing, Communications or Advertising **and** 3+ years of marketing/advertising agency experience

Please Note:

This position requires around-the-clock flexibility. Sometimes, you'll be working (or need to be available) before or after hours, on weekends, holidays, etc. – and often on short notice. This includes responding to emails, texts and/or phone calls.

That's agency life, baby!

The Brief

At Satori, the account service team is the connective tissue between our clients and our creative team. We're seeking an **Account Executive** who thrives in the details, moves with urgency and precision and understands that strong execution is what makes strong strategy possible.

In this role, you'll support the Account Service team, serving as a steady, reliable force behind the scenes while confidently stepping forward when needed. You'll own timelines, track deliverables, route work accurately and ensure projects keep moving forward. When priorities shift or deadlines tighten, you'll respond with organization, clarity and follow-through.

You'll also support the Creative team, providing crucial project information in a timely manner and working with the Project Manager to ensure reasonable expectations are set for milestones and deadlines. You'll support multiple Account Managers and Directors simultaneously, each with different clients, priorities and working styles. Success in this role requires exceptional organization, adaptability and the ability to shift gears without dropping the ball.

The ideal candidate is deeply detail-oriented but understands the bigger picture. You recognize that every status sheet, recap email, and updated timeline contributes to the health of the overall campaign. You take pride in anticipating needs, catching issues before they escalate and maintaining a steady pulse on all active work.

You're organized without being rigid, proactive without overstepping and dependable in a way that builds trust with both clients and internal teams. You're eager to grow, committed to learning the Satori way of doing things and motivated to become an indispensable member of the Account Service team.

Meet Satori

To most, Satori means sudden enlightenment (like, “Whoa...I just found my perfect job opportunity!”) But to us, it's so much more. Satori is a noun. It's an adjective. Sometimes, it's even a verb (“We need to Satori the ___ out of this”). The Satori team moves as one unit—Account Service, Creative, Media, Strategy and Social Media—and we move swiftly. We walk, talk and think like humans, not like marketing robots or bigwig wannabes. And we support our clients and each other like family. When it comes to people joining our team, we look for those who do the same.

Position Responsibilities

- Work onsite in the Satori office five days a week (40 hours/week), collaborating closely with Account Service, Creative and Project Management teams.
- Serve as a day-to-day point of contact for clients, partnering with Account Managers & Directors to build strong relationships and confidently represent the agency in emails, calls and meetings.
- Support multiple Account Managers and Directors simultaneously across a diverse portfolio of clients, campaigns and deliverables, confidently balancing competing priorities while maintaining exceptional organization, follow-through and client service.
- Write clear, comprehensive briefs, gathering all pertinent information needed for project completion, clarifying information when necessary and proofing briefs thoroughly.
- Manage project flow from creative brief through completion, including routing work, maintaining status sheets, updating timelines and tracking progress.
- Proactively communicate project updates, risks and friction points, and collaborate with internal teams to resolve challenges quickly and thoughtfully.
- Support campaign performance reporting by gathering insights, tracking metrics and preparing clear updates for clients and internal stakeholders.
- Contribute ideas during brainstorming, stay informed on client industries & competitors and support strategy development as needed.
- Take detailed, organized notes during client and internal meetings and prepare polished recap documentation.
- Assist with special projects, travel to meetings or events as needed and live the Satori Core Values as part of everyday work.
- Identify opportunities for organic growth with existing clients.

Satori is an equal-opportunity employer. We do not discriminate based on race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability, or other characteristics protected by state, provincial, or federal law.

Position Must-Haves

- Bachelor's degree in Marketing, Communications, Advertising, or a related field, with 3+ years marketing/advertising agency experience.
- Experience writing creative & project briefs, tracking project status and collaborating with creative teams to move work from kickoff to completion.
- Strong written and verbal communication skills, with sharp attention to detail—proofing and catching issues before clients do.
- Demonstrated ability to successfully support multiple Account Managers and Directors simultaneously, adapting to different leadership and communication styles, balancing competing priorities and delivering consistently under pressure.
- High proficiency in Microsoft Office, especially Word, Excel and PowerPoint, used daily to manage timelines, reports and client-facing materials.
- Proven ability to manage multiple projects and deadlines, prioritize effectively and stay organized in a fast-paced environment.
- Adaptable, solution-oriented and comfortable thinking on your feet as client needs and project details evolve.
- Self-starter mentality with the ability to work independently, take ownership and follow through without constant supervision.
- Calm under pressure, with the flexibility to push when deadlines get tight and the organization to keep things moving.
- Eager to grow professionally and contribute to the success of Satori by learning how the agency, and each department within it, works.
- A good (borderline great) sense of humor—and the ability to keep things fun, even when deadlines get a little spicy.

Physical Requirements

Work is performed in an office setting, but travel is a possibility. You may be subject to sitting, standing or walking for extended periods of time (especially if this helps the creative juices flow). You must be able to lift up to 50 lbs. (or be able to convince someone to do it for you).

If this sounds like your kind of gig, email HireMe@satori.agency with:

- Your résumé
- Answers to the following questions:
 - In 2-3 sentences, describe how you **stay organized and keep projects moving** when you're managing multiple clients and deadlines.
 - Choose **one of Satori's core values** and tell us in 2-3 sentences what it means to you.
 - When a project **starts to slip**—timeline, scope and/or expectations—what's your first move?
 - Tell us about a time you **received competing requests from multiple leaders** at the same time. How did you prioritize your work, communicate expectations and keep everyone informed?
 - What's your **creative superpower** and how will you use it to impact the work you do for our clients?
 - Tell us about the **most challenging account or project** you've managed. What made it difficult, what role did you play, and what was the outcome? Please limit your answer to no more than two paragraphs.